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ABSTRACT

The purpose of Project COMPETE is to use previous research and exemplary practices to develop and validate a model and training sequence to assist retarded youth to make the transition from school to employment in the most competitive environment possible. This project working paper describes the process of using existing information sources to analyze the labor market trends within a given community, in order to determine the types of occupations which hold the most promise of employment for individuals with severe handicaps. The process begins with gathering relevant information from various sources which focus on: classification of occupations, labor market information in a particular state or geographical area, and labor market information for a local community. Once the information is compiled, summarized, and interpreted, a list of target occupations or occupational clusters can be generated, based upon the characteristics of the training population. Examples of specific information gathered through a labor market analysis of Bartholomew County (Indiana) are presented to illustrate the process. Appendices contain addresses of state occupational information coordinating committees and state employment security agencies, along with a sample grid of work experience/training sites by occupational area. (JDD)

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CONDUCTING A LABOR MARKET
TREND ANALYSIS: PROCESS AND RESULTS

Patricia L. Sitlington
Joseph R. Easterday

Working Paper #85-3

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Center for Innovation in Teaching the Handicapped
Indiana University
Bloomington, Indiana

November, 1985

Project COMPETE (Community-based Model for Public School Exit and Transition to Employment) is one of 13 service demonstration projects funded to investigate secondary education and transition services for severely handicapped youth. COMPETE is a cooperative effort between the Center for Innovation in Teaching the Handicapped at Indiana University, and agencies in Columbus, Indiana: Developmental Services, Inc., and Bartholomew County Special Services Cooperative.

The purpose of COMPETE is to develop and validate a model that applies the results of previous research and exemplary practices. Project COMPETE is developing a training sequence to assist moderately, severely, and profoundly retarded youth in making the transition from school to employment in the most competitive environment possible. COMPETE is also concentrating on establishing formal linkages between the rehabilitation center and the public school system in order to ensure a totally integrated continuum of preparation for youth from secondary through post-secondary levels.

The attached working paper is one product of this project. For more information on Project COMPETE, please contact any of the staff listed below.

PROJECT COMPETE STAFF

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PREFACE

This paper is one of a series dealing with conducting an analysis of community work environments relative to the employment of the severely handicapped. This working paper describes the process of using existing information sources to analyze the labor market trends within a given community in order to determine the types of occupations which hold the most promise of employment. Although these sources were used by Project COMPETE to determine target employment areas for the severely handicapped, the same process of labor market trend analysis is appropriate for programs serving all levels of disabled and non-disabled individuals.

Two other working papers in the Project COMPETE series also relate to gathering information on employment environments. Working Paper #85-4: Conducting an Analysis of Community Work Environments Relative to the Employment of the Severely Handicapped presents the process of gathering information through employer interviews, intermediate job analysis, and critical functions analysis of a specific job. Working Paper #85-6: An Analysis of Employer Rankings of Incentives and Worker Traits presents the results of a systematic survey of employers related to employment incentives that would affect their willingness to hire the handicapped and the worker traits that would cause them to hire and fire any worker.

CONDUCTING A LABOR MARKET TREND ANALYSIS:

PROCESS AND RESULTS

As professionals plan and implement vocational training programs for handicapped youth, it is crucial that they systematically examine the existing economic and labor market trends for the geographic area in which they will be placing their trainees. This analysis should be the first step in determining the specific occupations and occupational clusters to be targeted in vocational training and placement activities.

There are a number of existing sources of information outside the field of education which can be extremely helpful in this analysis. The following pages contain a brief summary of the major sources of this labor market information and the types of information each source provides. Each section also presents an example of the specific information found in each source, using Bartholomew County and Economic Region 11 of the State of Indiana as examples. These areas are target sites for Project COMPETE activities. This specific information is provided as an illustration not only of the type of information that can be gathered from each source but how that information can be compiled and sifted to yield the occupational areas offering the most promise of employment for the handicapped in a given geographic area.

RESOURCES FOR CLASSIFYING OCCUPATIONS

Before beginning any type of labor market trend analysis, the placement staff should be aware of the different methods of classifying occupations and the sources used in this classification. This information will be helpful in developing your own system of grouping occupations and in understanding statistics and other information available from state and local sources. The most commonly used sources of general labor market information are: (a) Dictionary of Occupational Titles (DOT; U.S. Department of Labor, 1977; 1982);

(b) Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles (U.S. Department of Labor, 1981); (c) Guide for Occupational Exploration (U.S. Department of Labor, 1984); (d) Occupational Outlook Handbook (U.S. Department of Labor, 1984); (e) U. S. Office of Education Occupational Clustering System; (f) Standard Industrial Classification Manual (SIC; Office of Management and Budget, 1972); and (g) Standard Occupational Classification Manual (SOC; U.S. Department of Commerce, 1980). Each of these sources will be described briefly in the following paragraphs. For more detailed information and a listing of the subcategories within each classification system, the reader is referred to A Manual of DOT Related Codes (Botterbusch, n.d.).

Dictionary of Occupational Titles

One of the major sources of information on classifying occupations is the Dictionary of Occupational Titles (DOT; U.S. Department of Labor, 1977). The DOT contains information on 12,099 occupations and classifies occupations according to one of nine occupational groups. These nine occupational groups are: (a) professional, technical, and managerial occupations; (b) clerical and sales occupations; (c) service occupations; (d) agricultural, fishery, forestry, and related occupations; (e) processing occupations; (f) machine trades occupations; (g) benchwork occupations; (h) structural work occupations; and (i) miscellaneous occupations. Each of these nine broad classifications is then broken up into divisions and finally into groups (e.g., 3-service occupations; 31-food and beverage preparation and service occupations; 318-kitchen workers).

The DOT also rates occupations in terms of their involvement with data, people, and things. This rating is shown as the second three-digit cluster in the specific DOT code assigned to an occupation. Such a rating can be useful

in matching an individual's preferences with the types of activities contained in specific jobs.

Selected Characteristics of Occupations Defined in the DOT

The Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles (U.S. Department of Labor, 1981) was developed as a supplement to the DOT. This publication has two major components. The first section groups occupations from the DOT into the interest groups found within the Guide for Occupational Exploration (U.S. Department of Labor, 1984). It then rates the occupations in terms of physical demands, environmental conditions, level of mathematical and language skills needed, and the specific vocational preparation traditionally required of a worker to perform the duties of the particular occupation. The second section of this publication lists occupations in order by DOT number and assigns a physical strength factor. Information on the physical demands and environmental conditions can often be helpful especially when one knows little about the specific occupation. The ratings of needed mathematical and language skills and specific vocational preparation are often felt to be higher than what is actually required on the job.

Guide for Occupational Exploration

The Guide for Occupational Exploration (GOE; U.S. Department of Labor, 1984) groups DOT occupations into the following 12 interest areas: (a) artistic; (b) scientific; (c) plants and animals; (d) protective; (e) mechanical; (f) industrial; (g) business detail; (h) selling; (i) accommodating; (j) humanitarian; (k) leading/influencing; and (l) physical performing. These interest areas are also broken down into 66 work groups and 348 subgroups. Although this source is used primarily in matching individual

interests with specific occupations, it is a source of grouping occupations that is referenced in other documents.

Occupational Outlook Handbook

The Occupational Outlook Handbook (U.S. Department of Labor, 1984) provides some of the most current and comprehensive information available on work today and job prospects for tomorrow; it also provides information about job duties, working conditions, level and places of employment, education and training requirements, job outlook, and current earnings. This publication, which is updated every two years, also contains an index referenced to the most recent edition of the Dictionary of Occupational Titles.

USOE Occupational Clusters

The U.S. Office of Education has also developed an occupational clustering system which is often used in school-based exploration and training programs. This system groups occupations into the following 15 clusters: (a) agribusiness and natural resources; (b) business and office; (c) communications and media; (d) construction; (e) consumer and homemaking education; (f) environment; (g) fine arts and humanities; (h) health; (i) hospitality and recreation; (j) manufacturing; (k) marine science; (l) marketing and distribution; (m) personal service; (n) public service; and (o) transportation. A series of publications (Wineforder, 1980) have been developed to cross reference these clusters with the GOE interest groups.

Standard Industrial Classification Manual

The Standard Industrial Classification Manual (SIC; Office of Management and Budget, 1972) was designed to be used within government agencies to classify establishments by the type of activity in which they are engaged. While other classification codes are concerned with the types of jobs contained within a business, the SIC codes center on "establishments." An

establishment is defined as an economic unit where business is conducted, such as a factory, hotel, restaurant, or warehouse. The SIC classification system combines these industrial establishments into industries. These industries are then classified into the following 10 divisions: (a) agriculture, forestry, and fishing; (b) mining; (c) construction; (d) manufacturing; (e) transportation, communications, electric, gas, and sanitary services; (f) wholesale trade; (g) retail trade; (h) finance, insurance, and real estate; (i) services; and (j) public administration. As with most of the other systems, the SIC divisions are also broken down into major subgroups and then into specific industries. (e.g., I-services; 72-personal services; 721-laundry, cleaning, and garment services; 7213-linen supply.)

Standard Occupational Classification Manual

The Standard Occupational Classification Manual (SOC; U.S. Department of Commerce, 1980) was designed as a standard to ensure comparability of occupational statistics collected by social and economic statistical reporting programs. Its aim was to improve knowledge of the interrelationship between occupations and demographic characteristics by establishing common definitions and classifications. The SOC system actually consists of two volumes. The first volume of the SOC is organized by occupational groupings. The second volume organizes the same occupations alphabetically.

The SOC system has three main features which can be helpful in understanding and organizing the world of work. First, the SOC groups similar occupations together by function and also lists DOT industries for those occupations. Second, since the SOC system is often used in compiling census data, these volumes will provide you with codes that will allow access to local data from the current Census and will allow you to correlate this information with the DOT and the SIC Manual. Third, this classification system

is now used by a number of federal, state, and local governmental units for compiling occupational statistics. Thus, understanding this system will allow placement staff access to a large amount of occupational data on the local geographic area.

The SOC system is structured on a four-level system, with 22 divisions, and major groups, minor groups, and unit groups within each division (e.g., service occupations; 52-service occupations, except private household and protective; 521-food and beverage preparation and service occupations; 5217-kitchen workers, food preparation).

STATE-LEVEL RESOURCES

The sources listed on the previous pages provide information on the trends in the national labor market and methods of organizing the overwhelming number and types of occupations available. As you begin to focus on the state, regional, and local labor market most appropriate for your program, you will find two agencies to be invaluable in providing updated labor market information. These agencies can also inform you of other sources of labor market information in your state and in your target geographical area. The first of these sources is the State Occupational Information Coordinating Committee (SOICC). This committee is part of a national network and is responsible for coordinating all of the sources of occupational information within the state. The committee coordinator within your state should be the first person with whom you talk as you begin your labor market analysis.

The second major source of information within the state is the State Employment Security Agency. This agency is a source of a number of statistical surveys conducted on specific regions throughout the state. The addresses of the SOICC and the State Employment Security Agency for each state are provided in Appendix A. The following sections present examples of four different

documents obtained from the Indiana Employment Security Division and the types of information that were derived from each. All sample data were collected for Region 11 and Bartholomew County in Indiana, one of the target areas of Project COMPETE.

Sample Data

1). Need For Workers In Selected Occupations Related to Vocational & Technical Education Programs, 1984-1985 (Economic Region 11). Research and Statistics Section, Indiana Employment Security Division, 1984.

Counties included in survey: Bartholomew, Brown, Decatur, Jackson, Jennings

Local offices Surveyed: Columbus, Seymour

Date of survey: March 1984

Categories considered:

Executive, Administrative, Managerial and Other Professional Workers
Health Technologists, Technicians, and Related Health Occupations
Technologists and Technicians, Except Health
Marketing and Sales Occupations
Administrative Support Occupations, Including Clerical
Service Occupations
Agricultural and Forestry Occupations
Mechanics and Repairers
Construction and Extractive Occupations
Production Working Occupations
Transportation and Material Moving Occupations
Handlers, Helpers, and Other Laborers

The following definitions explain "Relative Need" and "Labor Supply":

Lowest	Lowest Need for Workers
Moderately Low	Moderately Low Need for Workers
Moderate	Moderate Need for Workers
Moderately Heavy	Moderately Heavy Need for Workers
Heaviest	Heaviest Need for Workers
Shortage	A shortage of available workers
Surplus	A Surplus of available workers

SOC Codes relative to each occupational title are provided above each title.

Information Relevant to COMPETE in Region 11

Service Occupations

	1984-85 Relative Need
5216 Food Counter, Fountain and Related Occupations	Heaviest
5262 Baggage Porters and Bellhops	Lowest
5241, 5242, 5244 Janitors, Maids, and Cleaners	Heaviest
5217, 5219 Kitchen and Food Preparation Workers	Heaviest
5218 Waiters'/Waitresses' Assistants	Moderately Heavy

Explanation of Categories

5216- Food Counter, Fountain and Related Occupations- Includes occupations involving serving food and beverages to patrons from counters and steamtables

5241, 5242, & 5244- Janitors, Maids, & Housekeeping Cleaners (except Private Household)- Includes occupation involving supervising and coordinating activities of workers engaged in cleaning and maintaining upkeep of hotels, motels, tourist homes, lodging houses and office buildings; and operating elevators, Includes occupations involving making beds, replenishing linens, cleaning rooms and halls, arranging furniture, and performing related services in hotels, motels, tourist homes and in other lodging facilities. Includes occupations involving keeping building in clean and orderly condition.

5217 & 5219- Kitchen and Food Preparation Workers- Includes occupations involving preparing meats, salads, appetizers, sandwich fillings, fruits, gelatin desserts and other cold dishes; brewing coffee, tea, and chocolate; and preparing sandwiches to individual order. Also included is the performing such duties as washing, peeling, cutting, and seeding fruits and vegetables; washing and drying dishes, polishing silverware; disposing of garbage and trash; moving and distributing supplies; maintaining kitchen work areas, equipment and utensils in clean and orderly condition; and food service occupations not elsewhere classified.

5218- Waiters'/Waitresses' Assistants- Includes occupations involving carrying dirty dishes from dining room to kitchen, replacing soiled table linen, and setting tables with silverware and glassware; replenishing supply of clean linen, silverware, glassware, and dishes in dining room; supplying service bar with food; serving ice water and butter to patrons; and cleaning bar and equipment, and replenishing bar supplies, such as liquor, fruit, ice, and dishes.

Handlers, Helpers, and Other Laborers

8761	1984-85 Relative Needs
Packers and Packagers, Hand	Heaviest
861, 862, 871, & 8769	
All Other Helpers, Laborers, and	
Material Handlers	Heaviest

8761- Hand Packers and Packagers- Includes occupations involving packing or packaging materials or products which require minimum training time.

Explanation of Categories

861, 862, 871, 875, & 8769- All Other Helpers, Laborers, and Material Handlers- Includes occupations involving helping machine operators and tenders. Includes occupations involving assisting construction workers to build or repair buildings, roads, bridges, dams, and other construction projects, and performing other elemental tasks at construction sites. Includes occupations involving washing or otherwise cleaning vehicles, machinery and other equipment using water or other cleaning agents, brushes, cloths, hoses, and other cleaning equipment. Includes other occupations not elsewhere classified that do not require specific occupational training.

Agricultural and Forestry Occupations

5622	1984-85 Relative Need
Groundskeepers and Gardeners	
(except Farm)	Moderately Heavy

5622- Groundskeepers and Gardeners, Except Farm- Includes occupations involving the care and maintenance of lawns, trees, shrubbery, and flower gardens in nurseries, greenhouses, golf courses, memorial parks, and private estates and firm.

2) Indiana's Occupational Projections 1978-1985 (Region 11), Research and Statistics Section, Indiana Employment Security Division.

Counties included in survey: Bartholomew, Brown, Decatur, Jackson, Jennings

Information Included:

Industry Employment Projection, 1978-1985

1978 Employment, 1985 Employment, Number Change 1978-1985, Per Cent Change 1978-1985.

Total, All Industries

Mining

Construction
 Manufacturing
 Transportation, Communication, & Utilities
 Trade
 Finance, Insurance, Real Estate
 Services
 Government

Occupational Employment Projections, 1978-1985

Nonagricultural wage and salary employment: 1978, Projected 1985,
 Annual Average Percent Increase 1978-1985.

Annual Average Job Needs 1978-1985: Total Job Needs, Expansion
 Needs, Replacement Needs.

Total, All Occupations
 Professional, Technical, & Kindred
 Sales Workers
 Clerical Workers
 Crafts and Kindred Workers
 Operatives
 Service Workers
 Laborers, Except Farm

Information Relevant to COMPETE in Region 11

SERVICE WORKERS

Cleaning Service Workers

1978-1,560	Total Job Needs-117
Projected 1985- 1,780	Expansion Needs-32
Annual Average	Replacement Needs-85
Percent Increase	
1978-1985-+2.0	

Waiters' Assistants

1978-190	Total Job Needs-8
Projected 1985-230	Expansion Needs-6
Annual Average	Replacement Needs-2
Percent Increase	
1978-1985-+3.1	

Food Workers, NEC, Exc. Private

1978-1,550	Total Job Needs-111
Projected 1985-1,870	Expansion Needs-46
Annual Average	Replacement Needs-65
Percent Increase	
1978-1985-+3.0	

LABORERS, EXCEPT FARM

Gardeners, Groundskeepers

1978-130	Total Job Needs-13
Projected 1985-150	Expansion Needs-4
Annual Average	Replacement Needs-9
Percent Increase	
1978-1985-+3.0	

Vehicle Washers, Equipment Cleaners

1978-70	Total Job Needs-4
Projected 1985-80	Expansion Needs-2

Annual Average
Percent Increase
1978-1985--2.5

Replacement Needs-2

3) Indiana Labor Market Trends 2nd Quarter 1984, Issued quarterly by Indiana Employment Security Division.

Counties included in survey: All counties of Indiana

Information Included:

Indiana Nonfarm Employment

1981 Indiana Per Capita Personal Income Rises Less
Than Half of U.S. Increase

Total Personal Income of U.S., Indiana SMSAs and Counties

Selected 1983 Data for Indiana Counties

Total Establishment Employment Data For Non-SMSA Counties, 1979-1983

Indiana Commuting Patterns Map

Indiana Commuting Patterns by County, 1980 Census

Information Relevant to COMPETE in Bartholomew, Jennings, and Jefferson counties.

Per Capita Person Income 1981-1982 (Dollars)

1982

Rank	1981	1982
13 Bartholomew	10,509	10,491
27 Jefferson	8,469	9,718
87 Jennings	6,752	6,941

Estimated % Commuting Outside County (1980 Census Commuting Patterns)

Bartholomew	9%
Jefferson	17%
Jennings	43%

4) Indiana Labor Market Profile of Economic Regions (Region 11), Research and Statistics Section, Indiana Employment Security Division, 1981 Edition.

Counties included in survey: Bartholomew, Decatur, Jackson, Jennings

Information Included:

Population

Commuting Patterns

Region 11 Employment

Distribution of Establishments and Employment by Industry For 1979

Major Occupations and Job Needs

Review of Major Industries

Job Outlook for Vocational-Technical Occupations

Region 11 - Profile - Occupational Title Index

Information Relevant to COMPETE in Region 11

Baggers

Est. Employment 1979: 150
 Annual Ave. Job Needs 1976-1982: 7
 Employment Outlook: Good oppor. -Faster than average growth
 Training Requirements: A,B

Baggage Porters & Bellhops

Est. Employment 1979: 10
 Annual Ave. Job Needs 1976-1982: 1
 Employment Outlook: Good oppor. -Faster than average growth
 Training Requirements: A

Housekeepers, Hotel & Motel

Est. Employment 1979: 30
 Annual Ave. Job Needs 1976-1982: 3
 Employment Outlook: V.g. oppor. -Much faster than average growth
 Training Requirements: A,B

Janitors, Porters & Cleaners

Est. Employment 1979: 1,420
 Annual Ave. Job Needs 1976-1982: 108
 Employment Outlook: Ex. opportunities -Faster than average growth
 Training Requirements: A,B

Waiters' Assts. (formerly Bus Boys/Girls)

Est. Employment 1979: 170
 Annual Ave. Job Needs 1976-1982: 6
 Employment Outlook: Good oppor. -Much faster than average growth
 Training Requirements: A

Food Prep. & Serv. Wrkrs., Fast Food Restaurants

Est. Employment 1979: 550
 Annual Ave. Job Needs 1976-1982: 34
 Employment Outlook: V.g. oppor. -Much faster than average growth

Training Requirement Codes

A. Entry level occupations requiring little or no previous work experience.

B. No specific educational requirement but high school diploma preferred. Generally no other qualifications. On-the-job training period may be a few days to a few months.

SOURCES OF INFORMATION ON LOCAL COMMUNITY

Three major sources of information on the local community labor market should be consulted as you conduct your labor market trend analysis. The first of these is the local chamber of commerce. Often the chamber will have conducted at least an informal survey of employment trends in the community.

If such a survey has not been conducted, the chamber of commerce will at least be able to provide you with the names of a number of local businesses and the methods it uses in classifying them.

The second source of information is the local or area vocational education and the secondary and/or post-secondary level. These programs are required to conduct systematic surveys of the local labor market in order to determine the specific vocational areas in which training programs should be established and/or maintained. In addition the Private Industry Council, established by the Job Training Partnership Act, is an excellent source of labor market data and employer contacts.

The following sections present two examples of community survey data collected for Columbus, IN. The first was collected through a community audit conducted by the chamber of commerce. The second was coordinated by the post-secondary vocational education program in Columbus in cooperation with an interdisciplinary job placement council.

Sample Data

1). Community Audit: 1984, Columbus Indiana. Economic Development Board, Columbus Area Chamber of Commerce, Columbus, IN.

Information included:
Physical and Demographic
Employment
Industrial Resources
Community Resources
Government
State of Indiana

Information Relevant to COMPETE:

LABOR MARKET
Bartholomew County
Labor pool 27,700
Employed.....25,000
Unemployed.....2,700
Unemployment rate.....9.8%

Employment by Category, Bartholomew County

Manufacturing.....45.07%
 Agriculture & Services.....3.47%
 Transportation,
 Communications & Utilities..2.62%
 Finance, Insurance &
 Real Estate.....2.47%
 Construction.....2.46%
 Wholesale & Retail Trade...17.65%
 Services.....13.35%
 Government.....12.91%

Columbus Transit

9 buses

4 city routes

Route stop intervals: 30 min. on 1 route, 60 min. on 3 routes

Hours of operation: 6:00 a.m.- 7:00 p.m. weekdays, 7:00 a.m.- 7:00 p.m.

Saturday

Fares: 25 cents single fare

Hotels, Motel, Restaurants

Motels: 7, Total rooms: 717. National chains: 3.

Restaurants: 90.

Movie Houses: 3

Bartholomew County Hospital (Serves 11-county area)

Number of patient beds: 325

Total staff: 1,170

2). Who's Hiring Who? A Look At The Present Columbus Job Market And Possible Future Trends

Only 15-20% of available jobs are made public. The majority are filled by walk-ins, or by word of mouth.

During a 6 mos. period (10/01/83-03/31/84) there were 482 job openings listed through the Indiana Employment Security office. If the 20% estimate is correct, then there were over 2,400 available jobs during this period.

During the 2nd half of 1983, and January of 1984 surveys were sent to 488 companies in the Bartholomew County area to determine the current and future employment and training needs of business and industry.

A total of 322 (66%) companies responded, and were grouped in the following sectors:

Construction

Finance

Manufacturing

Retail (Food service, Auto, Various)

Service (Hospitals, Nursing homes, Hotel/Motel, Doctors, Law Firms, etc.)

Transportation

Wholesale

Characteristics of Companies that Responded to Survey

Business Sector	Respondents	Total Employees	Average Size
Construction	29 (85%)	474 (2.2%)	16
Finance	38(79%)	744 (3.5%)	20
Manufacturing	44 (76%)	14,516 (67.8%)	86*
Retail	101(59%)	2,279 (10.6%)	23
Service	54(48%)	2,313 (10.8%)	21*
Transp/Comm	23(96%)	517 (2.4%)	22
Wholesale	31(78%)	562 (2.6%)	18

* In the Manufacturing sector Arvin, Cummins, and Cosco excluded. In the Service sector the Hospital was excluded.

Do You Plan to Hire in the Next 6 Months? (over 40% responded yes of 320)

SECTOR	YES	UNDECIDED	LABORER
Construction	8 (28%)	4 (14%)	4
Finance	17 (45%)	15 (39%)	4
Manufacturing	22 (50%)	6 (14%)	18
Retail	42 (42%)	21 (21%)	7
Service	24 (44%)	12 (22%)	10
Transp/Comm	7 (30%)	5 (22%)	6
Wholesale	9 (23%)	13 (42%)	12

Projected Employment Needs for Next Five Years

SECTOR	YES	LABORER
Construction	20 (69%)	8
Finance	33 (87%)	5
Manufacturing	33 (75%)	17
Retail	61 (60%)	11
Service	39 (72%)	12
Transp/Comm	17 (74%)	7
Wholesale	24 (77%)	9
TOTAL (71%)		69

Companies Familiar with/Interested in Using TJTC

SECTOR	FAMILIAR	USING/INTERESTED
Construction	18 (62%)	5 (17%)
Finance	22 (58%)	7 (18%)
Manufacturing	28 (64%)	15 (34%)
Retail	61 (60%)	23 (23%)
Service	32 (59%)	9 (17%)
Transp/Comm	11 (48%)	3 (13%)
Wholesale	16 (52%)	5 (16%)
TOTAL 88 (59%)		TOTAL 67 (21%)

SUMMARIZING RELEVANT LABOR MARKET INFORMATION

The most important step in the process of labor market analysis is compiling all of the information from existing sources, determining the information that is most useful, and interpreting that information. Often information from different sources will use different criteria for classifying occupations and/or determining if an occupation is in high, medium, or low demand. For example, one source might rate an occupation in high demand based upon the high rate of turnover in that area. Information from another source, however, may indicate that although there is a high rate of turnover, there are only two positions in the community related to this occupation.

Once the information is summarized and interpreted, a list of target occupations or occupational clusters should be generated, based upon this data and upon the characteristics of your training population. The following sections present a brief summary of the information gathered through the labor market analysis conducted in Bartholomew County, and particularly for the city of Columbus, IN. In addition a list is presented of the target occupational areas which were determined most viable for the severely handicapped. Appendix B contains a grid of potential work experience/training sites arranged according to these occupational areas.

Sample Data

Source: Need For Workers In Selected Occupations Related To Vocational & Technical Education Programs, 1984-1985 (Region 11)

The 1984-85 relative need for unskilled workers ranked "heaviest" includes food counter, fountain and related occupations, janitors, maids, and housekeeping cleaners, kitchen and food preparation workers, packers and packagers, and all other helpers, laborers, and material handlers. Those categories ranked "moderately heavy" include waiter's/waitresses' assistants, and groundskeepers and gardeners. The relative need for baggage porters and bellhops was ranked "lowest." No qualifications were made for these rankings with regard to actual numbers, but only for relative need.

Source: Indiana's Occupational Projections, 1978-1985 (Region 11)

The largest total job needs are in the categories of cleaning service workers and food workers (117 and 111, respectively). Smaller rates of total need are reflected in waiter's assistants (8) gardeners/groundskeepers (13) and vehicle washers/equipment cleaners (4).

Source: Indiana Labor Market Profile of Economic Regions (Region 11)
The largest annual average job needs (1976-82) have been for the categories of janitors, porters, and cleaners (108) and food prep. and service workers in fast food restaurants (34). Lower annual average job needs for 1976-82 have been for baggers, baggage porters & bellhops, housekeepers (hotel/motel) and waiters' assistants (range= 1-7).

Target occupational areas for Project COMPETE:

(a) food service; (b) janitorial; (c) groundskeeping; (d) laundry; (e) housekeeping; and (f) general labor.

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APPENDIX A
ADDRESSES OF STATE OCCUPATIONAL INFORMATION
COORDINATING COMMITTEES
AND
STATE EMPLOYMENT SECURITY AGENCIES

State Occupational Information Coordinating Committees

National and State Occupational Information Coordinating Committees (SOICC's) were mandated by the 1976 Education Act Amendments to establish a communications network through which occupational and training information would be developed, tested, and shared across the country. The mission of SOICC's is to oversee the organization of occupational information into a comprehensive occupational information system and to encourage the use of the system by counselors, education and training planners, job placement specialists, and individuals seeking career information. Addresses of these State committees are listed below.

Alabama

Director,
Alabama Occupational Information Coordinating Committee,
State Department of Education,
First Southern Towers, Suite 402,
100 Commerce St.
Montgomery, Ala. 36104.

Alaska

Director,
Alaska Occupational Information Coordinating Committee,
Pouch F-State Office Building,
Juneau, Alaska 99811.

American Samoa

State Director for Vocational Education
Government of American Samoa,
Pago Pago, American Samoa 96799.

Arizona

Director,
Arizona State Occupational Information Coordinating Committee,
1535 West Jefferson, Room 345,
Phoenix, Ariz. 85007.

Arkansas

Director,
Arkansas State Occupational Information Coordinating Committee,
Post Office Box 5162,
Little Rock, Ark. 72205.

California

Director,
California Occupational Information Coordinating Committee,
535 East Main Street,
Ventura, Calif. 93009.

Colorado

Director,
Colorado Occupational Information Coordinating Committee,
770 Grant, Room 222,
Denver, Colo. 80203.

Connecticut

Director,
Connecticut State Occupational Information Coordinating Committee,
Hartman Hall,
55 Elizabeth Street,
Hartford, Conn. 06053.

Delaware

Director,
State Occupational Information Coordinating Committee of Delaware,
820 North French Street,
Wilmington, Del. 19801.

District of Columbia

Director,
District of Columbia Occupational Information Coordinating Committee,
500 C Street N.W., Suite 621,
Washington, D.C. 20001.

Florida

Director,
Florida Occupational Information Coordinating Committee,
325 John Knox Road, Suite L-500,
Tallahassee, Fla. 32303.

Georgia

Director,
State Occupational Information Coordinating Committee,
151 Ellis Street N.E., Suite 504,
Atlanta, Ga. 30303.

Guam

Director,
Guam Occupational Information Coordinating Committee,
Post Office Box 2817,
Agana, Guam 96910.

Hawaii

Director,
Hawaii State Occupational Information Coordinating Committee,
1164 Bishop Street, Suite 502,
Honolulu, Hawaii 96813.

Idaho

Director,
State Occupational Information Coordinating Committee,
Len B. Jordan Building,
650 W. State Street,
Boise, Idaho 83720.

Illinois

Director,
Illinois Occupational Information Coordinating Committee,
623 E. Adams Street,
Post Office Box 1587,
Springfield, Ill. 62705.

Indiana

SOICC Contact,
Indiana Office of Manpower Development,
State Board of Vocational and Technical Education,
17 W. Market Street,
401 Illinois Building,
Indianapolis, Ind. 46204.

Iowa

Director,
Iowa State Occupational Information Coordinating Committee,
523 East 12th Street,
Des Moines, Iowa 50319.

Kansas

Director,
Kansas Occupational Information Coordinating Committee,
634 S. Harrison, Suite C,
Topeka, Kans. 66603.

Kentucky

Director,
Kentucky Occupational Information Coordinating Committee,
103 Bridge Street,
Frankfort, Ky. 40601.

Louisiana

Director,
Louisiana State Occupational Information Coordinating Committee,
P.O. Box 44094,
Baton Rouge, La. 70804.

Maine

Director,
State Occupational Information Coordinating Committee,
State House Station 71,
Augusta, Maine 04330.

Maryland

Director,
Maryland Occupational Information Coordinating Committee,
Department of Human Resources,
1100 N. Eustaw St.,
Baltimore, Md. 21201.

Massachusetts
Director,
Massachusetts Occupational Information
Coordinating Committee,
Park Square Building, Suite 341,
31 St. James Ave.,
Boston, Mass. 02116.

Michigan
Director,
Michigan Occupational Information
Coordinating Committee,
309 N. Washington,
P.O. Box 30015,
Lansing, Mich. 48909.

Minnesota
Director,
Department of Economic Security,
690 American Center Building,
150 East Kellogg Boulevard,
St. Paul, Minn. 55101.

Mississippi
Director,
Vocational Technical Education,
Post Office Box 771,
Jackson, Miss. 39205.

Missouri
Director,
Missouri Occupational Information
Coordinating Committee,
8300 East High Street,
Jefferson City, Mo. 65101.

Montana
Director,
Montana State Occupational Information
Coordinating Committee,
Post Office Box 1728,
Helena, Mont. 59601.

Nebraska
Director,
State Occupational Information
Coordinating Committee,
W. 300 Nebraska Hall,
University of Nebraska,
Lincoln, Nebr. 68588

Nevada
Director,
State Occupational Information
Coordinating Committee,
Capitol Complex,
505 East King Street,
Kinhead Building, Room 603,
Carson City, Nev. 89710.

New Hampshire
Director,
Department of Employment Security,
32 South Main Street,
Concord, N.H. 03301.

New Jersey
Director,
New Jersey Occupational Information
Coordinating Committee,
Department of Labor and Industry,
Division of Planning and Research,
Post Office Box 2765,
Trenton, N.J. 08625.

New Mexico
Director,
New Mexico State Occupational
Information Coordinating Committee,
Executive Plaza,
4219 Montgomery Blvd., N.E.,
Albuquerque, N.M. 87125.

New York
Director,
State Department of Labor,
Labor Department Building 12,
State Campus,
Albany, N.Y. 12240.

North Carolina
Director,
North Carolina Department of
Administration,
112 W. Lane St.,
Raleigh, N.C. 27611.

North Dakota
Director,
State Occupational Information
Coordinating Committee,
1424 W. Century Avenue,
Post Office Box 1537,
Bismarck, N. Dak. 58501.

Northern Mariana Islands
Director,
Northern Mariana Islands Occupational
Information Coordinating Committee,
Post Office Box 149,
Saipan, Northern Mariana Islands 96950.

Ohio
Director,
State Department Building,
S-65 South Front Street, Room 904,
Columbus, Ohio 43215.

Oklahoma
Director,
State Occupational Information
Coordinating Committee,
School of Occupational and Adult
Education,
Oklahoma State University,
1515 West 6th Street,
Stillwater, Okla. 74074.

Oregon
Director,
Oregon Occupational Information
Coordinating Committee,
875 Union Street N.E.,
Salem, Oreg. 97311.

Pennsylvania
Director,
Pennsylvania Occupational Information
Coordinating Committee,
Labor and Industry Building,
7th and Forster Streets, Room 1008,
Harrisburg, Pa. 17121.

Puerto Rico
Director,
Puerto Rico Occupational Information
Coordinating Committee,
414 Barbosa Avenue,
Hato Rey, P.R. 00917.

Rhode Island
Director,
Rhode Island Occupational Information
Coordinating Committee,
22 Hayes Street, Room 315,
Providence, R.I. 02908.

South Carolina
Director,
State Occupational
Information Coordinating Committee,
1550 Gadsden Street,
Columbia, S.C. 29202.

South Dakota
Director,
South Dakota Occupational Information
Coordinating Committee,
108 East Missouri,
Pierre, S. Dak. 57501.

Tennessee
Director,
Tennessee Occupational Information
Coordinating Committee,
512 Cordell Hull Building,
Nashville, Tenn. 37219.

Texas
Director,
State Occupational Information
Coordinating Committee,
Texas Employment Commission Building,
19th and Congress,
Austin, Tex. 78778.

Trust Territory of the Pacific Islands
Occupational Information Coordinating
Committee,
Office of Planning and Statistics,
Saipan, Mariana Island 96950.

Utah
Director,
Occupational Information Coordinating
Committee,
State Board of Education,
250 E. 5th St., South
Salt Lake City, Utah 84111.

Vermont
Director,
Vermont Occupational Information,
Coordinating Committee,
Post Office Box 488,
Montpelier, Vt. 05602.

Virginia
Director,
Vocational and Adult Education,
Department of Education,
Post Office Box 60,
Richmond, Va. 23216.

Virgin Islands
Director,
Virgin Islands Occupational Information
Coordinating Committee,
Department of Education,
Charlotte Amalie,
St. Thomas, Virgin Islands 00801.

Washington
Director,
Commission for Vocational Education,
Building 17, Airdustrial Park,
Mail Stop LS-10,
Olympia, Wash. 98504.

West Virginia
Director,
West Virginia State Occupational
Information Coordinating Committee,
Capitol Complex,
Building #6, Room B-221,
Charleston, W. Va. 25305.

Wisconsin
Director,
Wisconsin Occupational Information
Coordinating Committee,
Educational Sciences Building, Room 952,
1025 W. Johnson,
Madison, Wis. 53706.

Wyoming
Director,
Wyoming Occupational Information
Coordinating Committee,
1520 East 5th Street,
Cheyenne, Wyo. 82002.

State Employment Security Agencies

State employment security agencies develop occupational projections and related employment statistics in cooperation with the Bureau of Labor Statistics of the U.S. Department of Labor. The following list gives the addresses of employment security agency research directors.

Alabama

Chief, Research and Statistics,
Department of Industrial Relations,
Industrial Relations Bldg.,
619 Monroe St.,
Montgomery, Ala. 36130.

Alaska

Chief, Research and Analysis,
Employment Security Division,
Department of Labor,
P.O. Box 3-7000,
Juneau, Alaska 99802.

Arizona

Chief, Labor Market Information, Research
and Analysis,
Department of Economic Security,
P.O. Box 6123,
Phoenix, Ariz. 85005.

Arkansas

Chief, Research and Statistics,
Employment Security Division,
P.O. Box 2981,
Little Rock, Ark. 72203.

California

Chief, Employment Data and Research
Division,
Employment Development Department,
P.O. Box 1679,
Sacramento, Calif. 95808.

Colorado

Chief, Research and Analysis,
Division of Employment,
Department of Labor and Employment,
1210 Sherman St.,
Denver, Colo. 80203.

Connecticut

Director, Research and Information,
Connecticut Employment Security
Division,
200 Folly Brook Blvd.,
Weirfield, Conn. 06109.

Delaware

Chief, Office of Research, Planning, and
Evaluation,
Department of Labor,
Bldg. D,
Chapman Rd.,
Route 273,
Newark, Del. 19713.

District of Columbia

Chief, Branch of Labor Market Information
and Analysis,
D.C. Department of Labor,
605 G St. NW., Room 1000,
Washington, D.C. 20001.

Florida

Chief, Research and Statistics,
Division of Employment Security,
Florida Department of Commerce,
Caldwell Bldg.,
Tallahassee, Fla. 32304.

Georgia

Director, Information Systems,
Employment Security Agency,
Department of Labor,
254 Washington St. SW.,
Atlanta, Ga. 30334.

Hawaii

Chief, Research and Statistics,
Department of Labor and
Industrial Relations,
P.O. Box 1680,
Honolulu, Hawaii 96811.

Idaho

Chief, Research and Analysis,
Department of Employment,
P.O. Box 35,
Boise, Idaho 83707.

Illinois

Manager, Research and Analysis Division,
Bureau of Employment Security,
Department of Labor,
910 South Michigan Ave.,
Chicago, Ill. 60605.

Indiana

Chief of Research,
Employment Security Division,
10 North Senate Ave.,
Indianapolis, Ind. 46204.

Iowa

Chief, Research and Statistics,
Department of Job Services,
1000 East Grand Ave.,
Des Moines, Iowa 50319.

Kansas

Chief, Research and Analysis,
Department of Human Resources,
401 Topeka Avenue,
Topeka, Kans. 66603.

Kentucky

Chief, Research and Special Projects,
Department of Human Resources,
275 E. Main St.,
Frankfort, Ky. 40601.

Louisiana

Chief, Research and Statistics,
Department of Employment Security,
P.O. Box 44094,
Baton Rouge, La. 70804.

Maine

Director, Manpower Research Division,
Employment Security Commission,
20 Union St.,
Augusta, Maine 04330.

Maryland

Director, Research and Analysis,
Department of Human Resources,
1100 North Eutaw St.,
Baltimore, Md. 21201.

Massachusetts

Director, Information and Research,
Division of Employment Security,
Hurley Bldg.,
Government Center,
Boston, Mass. 02114.

Michigan

Director, Research and Statistics Division
Employment Security Commission,
Department of Labor Bldg.,
7310 Woodward Ave.,
Detroit, Mich. 48202.

Minnesota

Acting Director,
Research and Statistics Services,
Department of Economic Security,
390 North Robert St.,
St. Paul, Minn. 55101.

Mississippi

Chief, Research and Statistics,
Employment Security Commission,
P.O. Box 1699,
Jackson, Miss. 39205.

Missouri

Chief, Research and Statistics,
Division of Employment Security,
Department of Labor and Industrial
Relations,
P.O. Box 59,
Jefferson City, Mo. 65101.

Montana

Chief, Reports and Analysis,
Employment Security Division,
P.O. Box 1728,
Helena, Mont. 59601.

Nebraska

Chief, Research and Statistics,
Division of Employment,
Department of Labor,
P.O. Box 94600,
Lincoln, Nebr. 68509.

Nevada

Chief, Employment Security Research,
Employment Security Department,
500 East Third St.,
Carson City, Nev. 89713.

New Hampshire

Director, Economic Analysis and Reports,
Department of Employment Security,
32 South Main St.,
Concord, N.H. 03301.

New Jersey

Director, Division of Planning and
Research,
Department of Labor and Industry,
P.O. Box 2765,
Trenton, N.J. 08625.

New Mexico

Chief, Research and Statistics,
Employment Security Commission,
P.O. Box 1928,
Albuquerque, N. Mex. 87103.

New York

Director, Division of Research and
Statistics,
Department of Labor,
State Campus,
Bldg. 12,
Albany, N.Y. 12240.

North Carolina

Director, Bureau of Employment Security
Research,
Employment Security Commission,
P.O. Box 25903,
Raleigh, N.C. 27611.

North Dakota

Chief, Research and Statistics,
Employment Security Bureau,
P.O. Box 1537,
Bismarck, N. Dak. 58501.

Ohio

Director, Division of Research and
Statistics,
Bureau of Employment Services,
145 South Front St.,
Columbus, Ohio 43216.

Oklahoma

Chief, Research and Planning Division,
Employment Security Commission,
310 Will Rogers Memorial Office Bldg.,
Oklahoma City, Okla. 73105.

Oregon

Assistant Administrator, Research and
Statistics, Employment Division,
875 Union St. NE.,
Salem, Oreg. 97311.

Pennsylvania

Director, Research and Statistics,
Bureau of Employment Security,
Department of Labor and Industry,
7th and Forster Sts.,
Harrisburg, Pa. 17121.

Puerto Rico

Chief of Research and Statistics,
Bureau of Employment Security,
427 Barbosa Ave.,
Hato Rey, P.R. 00917.

Rhode Island

Supervisors, Employment Security
Research,
Department of Employment Security,
24 Mason St.,
Providence, R.I. 02903.

South Carolina

Director, Manpower Research and
Analysis,
Employment Security Commission,
P.O. Box 995,
Columbia, S.C. 29202.

South Dakota

Chief, Research and Statistics,
Employment Security Department,
607 North Fourth St.,
Box 730,
Aberdeen, S. Dak. 57401.

Tennessee

Chief, Research and Statistics,
Department of Employment Security,
Cordell Hull Bldg.,
Room 519,
Nashville, Tenn. 37219.

Texas

Chief, Economic Research and Analysis,
Employment Commission,
TEC Bldg.,
15th and Congress Ave.,
Austin, Tex. 78778.

Utah

Director, Research and Analysis,
Department of Employment Security,
P.O. Box 11249,
Salt Lake City, Utah 84147.

Vermont

Chief, Research and Statistics,
Department of Employment Security,
P.O. Box 488,
Montpelier, Vt. 05602.

Virginia

Commissioner,
Virginia Employment Commission,
P.O. Box 1358,
Richmond, Va. 23211.

Washington

Chief, Research and Statistics,
Employment Security Department,
1007 So. Washington St.,
Olympia, Wash. 98501.

West Virginia

Chief, Labor and Economic Research,
Department of Employment Security,
112 California Ave.,
Charleston, W. Va. 25305.

Wisconsin

Director, Research and Statistics,
Department of Industry, Labor and Human
Relations,
P.O. Box 7944,
Madison, Wis. 53701.

Wyoming

Chief, Research and Analysis,
Employment Security Commission,
P.O. Box 2760,
Casper, Wyo. 82601.

APPENDIX B
SAMPLE GRID OF WORK EXPERIENCE/TRAINING SITES
BY OCCUPATIONAL AREA

Columbus Employment Survey Summary 8/31/85

EMPLOYER	JOB TITLE	DESCRIPTION	FOOD SERV.	JANI- TORIAL	GROUNDS- KEEPING	FLORAL/ GARDEN	LAUN- DRY	HOUSE- KEEPING	GEN. LABOR
Ben Parker Pools	Laborer	grounds,paint			x				
Benzol	Folder	sort & fold towels					x		
Blues Canoe Livery	Canoe Handler	clean,carry,grounds			x				
Bradbury's Watering Hole	Warehouse Helper	stock,custodial							x
Bush Market	Veg. Picker								x
Coca Cola Bottling Co.	Truck Loader								x
	Janitor			x					
	Bottle Sorter						x		
	Production								x
Columbus Bar	Dishwasher		x						
	Salad Prep.		x						
Columbus City Animal Shelter	Janitorial			x					
Columbus Convalescent Center	House Keeping							x	
Columbus Datsun	Car Wash								x
Columbus Office Supply	Delivery Helper								x
Columbus Motel	Maid							x	
Columbus Nursing Home	Housekeeper							x	
	Laundry						x		
	Kitchen Helper		x						